PPR Guidance Transcript

When reporting the project deliverable quantities, keep in mind that the metrics may be different for each project type. For stakeholder meetings, list the actual number of people reached through the meetings. For this example, let's say stakeholder meetings reached twenty individuals during the quarter. For conferences, list the actual number of people who were sent to conferences using grant funds. In this case, three people attended conferences. For staff hires, list the actual number of full-time employees, or FTEs, who started supporting SLIGP activities during the quarter. This number can include a decimal if new employees only worked part-time on SLIGP activities. So for this example we'll write 1.5, representing one full time employee and another that spends half of their time on the project. For contract executions, list the actual number of contracts executed. In this case, two contracts were executed during the quarter. For governance meetings, list the actual number of meetings held. For this example, let's say that there were two governance meetings. Please note this is the only project type where you will list the number of meetings. For the staffing table list any staff who worked on SLIGP during the quarter or who were previously reported. Please provide their FTE. In the budget worksheet chart, please round all totals reflected in the chart to the nearest whole dollar. Columns two, three, and four should match your current approved budget. Columns five, six, and seven are reported cumulatively. Row I for columns five, six, and seven should reflect the cumulative percent through that quarter. The total funds expended should equal one-hundred percent.